

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2017 Southeast Asia Youth Leadership Program (SEAYLP)

ECA-ECAPEC-17-004

Office of Citizen Exchanges, Youth Programs Division

The POGI guidelines apply specifically to the ECA Notice of Funding Opportunity (NOFO) issued by the Office of Citizen Exchanges/Youth Programs Division for the FY 2017 Southeast Asia Youth Leadership Program (SEAYLP). The proposal must conform to the NOFO, the guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). An application not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific guidelines and the program information supplied in the accompanying NOFO, the NOFO is the dominant reference.

I. STATEMENT OF WORK

The Bureau of Educational and Cultural Affairs (ECA) and the Public Affairs Sections (PAS) of U.S. Embassies in the participating countries support the participation of teenagers and adult mentors in an intensive, substantive three-week exchange program in the United States. The program will focus on the themes of civic education, leadership, tolerance and respect for diversity, and community engagement. The students and adult mentors will participate in a variety of activities, including interactive workshops, community service activities, meetings with community leaders, and discussion groups, among others, and will have opportunities for substantive interaction with each other and their American peers.

The participating ASEAN countries are: Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, and Vietnam.

Program Details. SEAYLP will focus primarily on an exploration of the shared challenges the United States and ASEAN nations face in the 21st Century as viewed through each of the three pillars of the ASEAN community: political and security cooperation, economic cooperation, and socio-cultural cooperation. Applicants may obtain further information on the U.S. relationship with ASEAN at the website of the U.S. Mission to ASEAN, <http://asean.usmission.gov/>. For example, an applicant could propose to explore the challenge of climate change through a political lens, youth engagement in modernizing societies through socio-cultural avenues such as theater, development of a single ASEAN market and ways to promote regional competitiveness, prosperity, and attractiveness to foreign investment, ways youth can help to strengthen disaster prevention and response, ensure food and energy security, and protect and promote the rights of vulnerable groups like women, children, the elderly, people with disability and migrant workers or ways in which ASEAN countries and the United States are attempting to decrease poverty through international economic cooperation.

Applicants should provide a tailored analysis of shared challenges facing young leaders in the

ASEAN region and identify and link specific shared challenges (no more than four) to program activities which will focus on ways to creatively engage youth and adult mentors with minimum use of lectures and presentations. Applicants are encouraged to include disabilities and inclusion as themes that students can explore together, as social norms may be very different from country to country. The program structure is flexible. It may be module-based by week, with different weeks focusing on different topics, thematic-based by focus groups, or may integrate all the themes and challenges throughout the exchange. Intra-country engagement opportunity among the participants is key.

The majority of the program should take place in one community so that the participants can get to know the area and focus on substantive aspects of the program without the distraction of travel. A study tour of three to five days must be included at any time during the exchange to expose participants to another geographic region of the United States. The study tour should be substantive in nature and focus on the goals listed above, while also giving the participants the opportunity to experience the culture of the destination area. It should be a cohesive and coherent addition to the exchange program. Scheduling of participant activities should include and observe diverse home country religious and cultural customs.

At the beginning of the exchange, the participants will be housed together at a dormitory on campus (or similar communal setting), as living together should expedite mutual bonds and facilitate cooperation and interaction among the participants. For at least seven days of the exchange, all ASEAN participants will have homestays with local families; not all participants must be in homestays at the same time. It is acceptable to stagger the homestay placements based on the hosting capacity of the local community.

As the group will be large, applicants must devise and propose a plan to create smaller, multi-country teams among participants, working across cultures on program activities. Community service opportunities relating to shared challenges of ASEAN countries should be emphasized and specified outcomes explained that clearly show linkage to impact for the region.

While addressing broader themes, the program will teach the participants concrete skills to use as they move forward in life such as methods and styles of leadership, motivating others, project planning and management, problem solving, active listening, negotiation, conflict resolution, communication skills, and critical thinking. In addition, the participants should gain an increased respect for diverse viewpoints and the ability to work within a diverse team. The program need not address all of these topics specifically; however, the overall exchange should provide participants the opportunity to explore these areas through program activities. Ample time should be given for participants to work on follow-on project ideas individually, or as teams, and receive support from the program staff.

Emphasis should be placed on promoting responsibility, fostering project ownership and encouraging interconnectedness and interdependence among the participants of ASEAN countries. Cultural and recreational activities will balance the schedule. Program activities must include an awareness of the importance of informing participants about differing standards they will experience during their stay, considering the wide range of norms from their home countries.

Ten or more American high school students will spend three to seven days with their ASEAN peers as full program participants, depending on what is feasible given the school calendar. This interaction could take the form of a long weekend excursion, consecutive days of activity at the primary program site, or participation in the study tour, and may take place at any time during the exchange. The integration of American high school students into the program will allow for a lasting interaction between the youth through a deeper interaction and dialogue on shared challenges faced by young people from the United States and ASEAN member countries.

In pursuit of the goals outlined above, the award recipient will provide the following:

- Pre-Program Preparation: Information about the U.S. program and pre-departure materials to help the U.S. Embassies, participants, and their families prepare for the exchange. Identification of necessary reasonable accommodations and support capacity.
- Recruitment and Selection of U.S. Participants: Manage the merit-based selection of a diverse group of 10 or more American youth, aged 15-17, to participate in three to seven days of the program. Diversity should include, but is not limited to, ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities. The Bureau will have final approval of all selected participants.
- Orientations: A welcome orientation for ASEAN participants upon arrival to the United States and a closing session to summarize the project activities and prepare participants for their return home. Provide a pre-program orientation for American participants, either in-person or virtually.
- Logistics: All logistical arrangements from the ASEAN participants' point of international departure: purchasing international airfare, disbursement of stipends, local travel in the United States, travel between U.S. sites, and lodging and meals when not in the homestay.
- Exchange Activities: Design and plan a substantive program in the United States that focuses on shared challenges of the 21st century, leadership development, and community service. Some activities should be school and/or community-based, as feasible, and the projects will involve as much interaction with American peers as possible, even beyond those directly participating in the program.
- Accommodation: Homestay arrangements with properly screened and briefed American families for at least seven days of the exchange period, as well as appropriately supervised accommodations for participants when not in homestays.
- Follow-on Activities: Guidance on and support of follow-on activities, in coordination with the U.S. Embassies, to facilitate the implementation of community service projects by the participants. Follow-on projects will require participants to apply what they have learned during the exchange to address a community need at home.
- Evaluation: Design and implement an evaluation plan that assesses the short- and medium-term impact of the project on the participants as well as on host and home communities, and include an element of alumni networking and mentoring.

The applicant organization should outline its capacity for doing projects of this nature, focusing on three areas of competency of the staff to be directly associated with the program: (1) provision of leadership and civic education programming, (2) age-appropriate programming for youth, and (3) demonstrated understanding of and experience in programs with Southeast Asia.

Cooperative Agreement. The ECA award for the program described above will take the form of a cooperative agreement with the award recipient. In a cooperative agreement, the Department of State is substantially involved in program activities above and beyond routine grant monitoring. Activities and roles and responsibilities of the Department and your organization are delineated below.

The Department's activities and responsibilities for the program are as follows:

- 1) Provide advice and assistance in the execution of all program components.
- 2) Facilitate interaction within the Department of State, to include ECA, the regional bureaus, and overseas posts.
- 3) Arrange meetings with Department of State officials in Washington, D.C. as appropriate.
- 4) Approve the final candidate selection and alternates.
- 5) Approve all printed or web-based program materials, including applications, publicity materials, and the final calendar of exchange activities.
- 6) Approve accommodation arrangements.
- 7) Monitor and evaluate the program through regular communication with the award recipient and possibly one or more site visits.
- 8) Conduct an annual performance evaluation/review. Satisfactory performance is a condition of continued administration of the program and execution of all option years.
- 9) The U.S. Embassies in the participating countries will serve as the in-country partner and manage the recruitment and selection of the participants, cover their in-country expenses, and oversee their follow-on activities.

The responsibilities of the award recipient will be the following:

- 1) Recruitment and Selection of U.S. Participants
 - a) Develop plans for outreach and recruitment that will generate a strong pool of qualified, diverse candidates. Recruitment may be focused solely in the program's host community or could occur on a state-wide or regional level.
 - b) Conduct a merit-based selection process for U.S. participants, ages 15-17, with clearly identified criteria for the selection to identify 10 or more American participants.
 - c) Recommend the final participants and alternates to the Department of State.
 - d) Conduct an in-person or virtual pre-departure orientation for the U.S. participants prior to the start of the program.
- 2) Preparation
 - a) Contact the U.S. Embassy in each participating country to provide them with program information and pre-departure materials. Work with the Embassies to gather information about the participants' specific interests.
 - b) Ensure that each participant meets medical and health standards and has required immunizations prior to travel to the United States.
 - c) Enroll participants in the Bureau's Accident and Sickness Program for Exchanges (ASPE) health benefits plan for the duration of the exchange, and assist with claims as necessary.
 - d) Hire and train staff, as needed, to accompany participants during the exchange period. Criminal background checks must be conducted for all staff, including a search of the Department of Justice's National Sex Offender Public Registry.
 - e) Make, manage and monitor housing arrangements. Carefully recruit, screen, and select

- diverse local host families to offer homestays (lodging and meals) to the participants for at least seven days of the exchange period. Criminal background checks must be conducted for members of host families (and others living in the home) who are 18 years or older. Monitor housing arrangements to ensure the health and safety of participants.
- f) Orient participating organizations, staff, U.S. youth, and families to the goals of the program and to the cultures and sensitivities of the visitors.
 - g) Make round-trip international travel arrangements for the ASEAN participants, complying with the Fly America Act. Make domestic travel arrangements for the participants.
- 3) Exchange Activities
- a) Design, plan, and implement an intensive, substantive three-week exchange program on the stated themes. Exchange activities must promote program goals. Activities will be school and community-based, as appropriate to the project. Recruit peers from the host community to be engaged in activities with the exchange participants.
 - b) Provide an arrival orientation to welcome the ASEAN participants to the United States, review program information and rules, and provide cultural and adjustment information.
 - c) Provide opportunities for the adult mentors to work with their peers and other professionals, volunteers, and youth advocates with whom they can discuss the support of youth development.
 - d) Arrange appropriate community, cultural, social, and civic activities.
 - e) Engage participants in at least two community service activities during the exchange. The program should provide context for the participants – identifying community needs, volunteerism, charitable giving, etc. – and a debriefing to provide context for the service activity and help participants see how to apply the experience at home.
 - f) Provide day-to-day monitoring of the participants' well-being, preventing and dealing in a timely manner with any misunderstandings or adjustment issues that may arise. Inform ECA about any significant health or safety issues that affect program participants.
 - g) Include a closing event to summarize project activities, prepare participants for their return home, and plan for the future.
- 4) Follow-on activities
- a) Promote follow-on activities with program alumni that reinforce the concepts imparted during the exchange. Help them apply what they have learned to serve their schools and communities.
 - b) Applicants should present creative and effective ways to address the project themes, for both program participants and their peers, in order to amplify the program impact.
- 5) Consult with ECA and the Embassies in the implementation of the program, provide timely reporting of progress, and comply with financial and program reporting requirements.
- 6) Manage all financial aspects of the program, including stipend disbursements to the participants and management of any sub-award relationships with partner organizations.
- 7) Design and implement an evaluation plan that assesses the impact of the program. See section D.3j. Program Monitoring and Evaluation in the NOFO.

APPLICATION REVIEW INFORMATION

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation

Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

REVIEW CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

- 1. Quality of the Program Idea:** Proposals should present a short but thoughtful analysis of the challenges and needs facing ASEAN youth leaders, exhibit originality, substance, and precision, and include an explicit understanding and linkage to the Bureau's U.S. goals and objectives. Proposals should be age-appropriate, creative, and current in relevance to youth engagement in ASEAN countries.
- 2. Program Planning:** A detailed agenda and relevant work plan should show clearly how available resources will be leveraged. The agenda and plan should adhere to the program overview and guidelines described above. It must clearly show that program objectives will be achieved and how those objectives will be met. The substance of workshops, seminars, presentations, school-based activities, site visits, and follow on project planning should be described in detail. Proposals should also include a plan to support participants' community activities upon their return home. It should respond to the design outlined in the solicitation, and demonstrate originality and be clearly and accurately written, substantive, and with sufficient implementation detail.
- 3. Support of Diversity:** Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity will be harnessed and results achieved in program administration and design, content and implementation. Applicants should demonstrate readiness to accommodate participants with disabilities. It is important that proposals have a clearly articulated diversity plan with achievable and relevant features cited in program administration (program venue and the recruitment and selection of host families) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities).
- 4. Institution's Record/Ability:** Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider past performance of prior recipients as well as the demonstrated potential of new applicants.
- 5. Project Evaluation:** Proposals will include a plan to systematically document and evaluate the activity's success, both while activities are unfolding and at the end of the program, and should include innovative use of social media. The Bureau recommends that the proposal include a draft participant survey questionnaire or other technique plus description of a

methodology to link outcomes to original project objectives. Award-receiving organizations/institutions will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.

6. Cost-effectiveness and Cost Sharing: The applicant should demonstrate efficient use of Bureau funds. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Although not required, the proposal should maximize cost-sharing through other private sector support as well as institutional direct funding contributions, where relevant, to demonstrate institutional and community commitment.

II. PROGRAM SPECIFIC GUIDELINES

Selection and orientation:

- A. For the Southeast Asian participants, staff in the U.S. Embassies will recruit, screen, and select the participants. PAS will also provide a pre-departure orientation for the participants.
- B. For the American participants, applicants should describe their plan to recruit, screen, and select the U.S. participants and provide them with an orientation prior to their activities with the Southeast Asian participants.

Participants: Youth participants will be students between the ages of 15 and 17 who have demonstrated leadership in their schools and/or communities, who are strong academically, and who exhibit an appropriate level of maturity, open-mindedness, and sociability for an international exchange program. They will make a commitment to participate fully in the program and plan and implement a follow-on project. The adult mentors will be high school teachers or community leaders who have demonstrated an interest in promoting youth leadership and development, and are expected to remain in positions in which they can continue to do so. Not every country will send an adult mentor. All participants will be proficient in English. The names and details of the participants will be provided in early 2017.

International travel: The applicant should detail how they will arrange the scheduling and purchase of the Southeast Asian participants' international airfare in their proposal narrative and include appropriate costs in the budget. As it is possible some delegations will not have an adult from their country travelling with them, the applicant should propose to have the groups meet at a location in Asia before travelling to the U.S. so that all participants are properly chaperoned.

U.S. Program: The program delivery should consist primarily of interactive activities, practical experiences, and hands-on opportunities to establish bonds between and among participants and learn about the program goals and themes. Training and joint project activity will also provide participants with concrete skills they can use and teach to others upon their return home.

The activities could include a mix of seminars, workshops, simulations and role-playing, teambuilding exercises, case studies, a volunteer service project, leadership training exercises, meetings, classroom visits, site visits, and social time among peers. Programming should include additional American participants wherever possible. Inclusive cultural and recreational activities will balance the schedule.

Suggestions include the following:

- Workshops on civic education, conflict resolution, disability inclusion and awareness, current events, and local, regional and global challenges
- Community service/volunteer activities with American youth
- Exercises to increase tolerance and international cooperation and develop strategies for future collaboration and cooperation among participants
- Dialogues, simulations, role plays and other activities aimed at helping participants articulate their thoughts about the project's themes
- Visits to historical sites, government and community centers, museums and landmarks that combine exposure to American government, history, and society with tourism
- Sports, drama, fine arts, musical, outdoor and other extracurricular activities that provide opportunities for participants to work and play together and build shared experiences.

The program will also include a three to five day study tour to a region of the United States different than the host community. The tour should be a self-contained component of the exchange, a mix of the activities above, endorsing the guiding themes of the program.

The adult mentors will have many program elements in common with those provided for the students, and will also have some activities designed just for them to help them foster youth leadership and civic education programs at home. They should have time to meet with administrators, teachers, and/or others who work with youth in professional settings. Their shared experiences with the students will allow them to serve as adult advocates for the alumni once they have returned home. Although some activities will overlap with the students, the educators should have some opportunities to work with their American peers to discuss civic education curricula, extracurricular youth leadership activities, volunteerism, civic participation activities for youth, and the organization and management of youth activities.

The award recipient program staff will conduct a welcome orientation for the participants upon arrival in the United States to introduce them to the program and the community. The program staff will also host a closing workshop for them just prior to departure, which will focus on summarizing the experience, networking and developing plans for activities at home, and preparing for re-entry. The participants should be encouraged and assisted with developing projects to implement on their return home. The ideas and plans should spring from the participants, but the program staff should be prepared to assist and direct the participants in developing these plans both during the U.S.-based exchange and during the follow-on period.

Housing Accommodations: Homestays with local families must be arranged for all participants for at least seven days of the exchange. A dormitory, hotel, or other housing with appropriate adult supervision is an acceptable arrangement for other segments of the program, including the study tour.

Applicants must present in their proposals a clear and detailed recruitment, screening, and selection process for host families. The recipient must also provide the families with an orientation prior to the arrival of their exchange participants, emphasizing the goals of the program. Screening needs to include a visit to the home to meet all members of the household to

ensure that the host family is capable of providing a comfortable and nurturing home environment. Criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for members of host families (and others living in the home) who are 18 years or older. The orientation will provide families with detailed information on the exchange program, the parameters of their participation, duties and obligations, and information on cultural differences and practices.

ECA encourages diversity in the recruitment and selection of host families. Host families may represent diversity in family size and structure, race and ethnicity, socio-economic status, religion, and geography. While exchange participants may share a room with someone of a similar age and the same gender, they must have their own beds. Participants may be placed with host families as singles or in pairs. Host families need to have adequate financial resources to undertake hosting obligations. Accommodations for inclusion of participants with disabilities should be anticipated.

Applicants must explain how they will provide supervision of participants when not in homestays.

Follow-on Activities: Applicants should propose to conduct and/or facilitate follow-on activities for the SEAYLP alumni, both returning participants and previous alums. The award recipient will need to work with the Embassy in each country to design activities for alumni, such as mini-grants or online collaborative projects, and mentor them in their implementation of these activities. Likewise, plans for participants to leverage the Department of State's Office of Alumni Affairs (alumni.state.gov) once participants have returned home should be outlined. Tracking alumni success, engagement, and mentorship strengthens the long term evaluation of the program and helps to focus follow-on programs. All alumni contact information gathered by the award recipients on behalf of this program must be made available to the Department of State. Please refer to the Proposal Submission Instructions for additional guidance.

Given the differing information and online collaboration policies, technology and physical accessibility of countries, follow-on activities may be managed online and/or through low-tech methods that do not require in-country staff. Creativity and adaptive skills should be emphasized in follow-on activities.

Follow-on activities should include among other things 1) facilitating continued engagement among the participants, 2) advising and supporting them in the implementation of community service projects, and 3) proactively stimulating opportunities to reinforce the ideas, values and skills imparted during the exchange. Exchange participants should return home prepared to conduct projects that serve a specific need in their schools or communities, which may be supported by project staff, as clearly specified in the proposal, whether with or without a follow-on visit.

Other notes: The award recipient is responsible for all components of the program outlined in this document. The Bureau requires the award recipient to communicate with the Public Affairs Sections of the U.S. Embassies and with the Bureau of Educational and Cultural Affairs on a regular basis about program activities. The award recipient must also inform the ECA program officer of their progress at each stage of the project's implementation in a timely fashion. All

materials and correspondence related to the program will acknowledge this as a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State. The Bureau will retain copyright use of and be allowed to distribute materials related to this program as it sees fit.

PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. In the narrative, applicants should not only describe major program activities but also explain and justify their programmatic choices. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

The proposal should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items under the section headings in the GrantSolutions Application Checklist. All documents should be appropriately and clearly titled.

Online Forms

- SF-424, “Application for Federal Assistance”
- SF-424A, Budget Information – Non-Construction Programs
- SF-424B, “Assurances – Non-Construction Programs”
- Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.

Program Narrative

Executive Summary (One page)

In one double-spaced page, provide the following information about the project:

1. Name of applicant organization and participating institutions
2. Beginning and ending dates of the program
3. Nature of activity and venues
4. Anticipated outcomes
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources

Narrative

Within 20 double-spaced, single sided pages with one-inch margins and in size 11 or 12 Times New Roman font, provide a detailed description of the project addressing the areas listed below.

1. **Vision and Motivation:** Describe the project objectives and the desired outcomes, i.e., the knowledge, skills, and/or attitudinal changes that the participants will acquire. Also describe the applicant's motivation for applying to conduct the project.
2. **Participating Organizations:** Identify any partner organizations for the program, their roles, and the applicant's reasons for including them.
3. **Recruitment, Screening, and Selection:** Briefly describe how the applicant will implement a recruitment and selection plan for American participants.
4. **Project Activities:** Describe the components of the exchanges, including project planning, orientations, manifestation of the project themes, educational activities, the study tour, cultural activities, meetings, site visits, community service, and the closing session. A detailed outline of the three-week exchange activities should be included. Also, describe support for follow-on activities.
5. **Travel, Housing, and Other Logistics:** Detail how the applicant will arrange international travel; domestic travel; homestays (specifically recruitment, screening, and monitoring) and other housing arrangements; ground transportation; stipend disbursement; and relevant administrative matters.
6. **Participant Monitoring:** Detail how the applicant will assure the well-being, safety, and security of program participants during all stages of the program.
7. **Program Evaluation:** In the submitted proposal, applicants should include a plan describing how success in meeting the stated goals of the program will be measured and reported. ECA recommends that the proposal include a draft survey questionnaire or other technique.
8. **Diversity and Disability Programming:** Explain how the program managers will be pro-active in supporting diversity in U.S. participant selection and in program content, demonstrating how diversity can contribute to a vibrant civil society. Diversity should be defined broadly and should consider geographic, urban/rural, ethnic, racial, socio-economic, disability and religious diversity. Disabilities affect youth from all aspects of diversity. Organizations with little experience working with young people who have disabilities may look to ECA's National Clearinghouse on Disability and Exchange, administered by Mobility International USA (<http://www.miusa.org/ncde>) as a resource and should explain in the proposal how they plan to leverage and build their capacity in this area. Budgets should plan for the need for reasonable accommodation.
9. **Institutional Capacity and Project Management:** Outline the applicant organization's capacity for doing projects of this nature, focusing on three areas of competency: provision of educational and thematic programs, age-appropriate programming for youth, and previous work in the region. Describe the program staffing (individuals and responsibilities), qualifications, structure, and resources. Applicants must also describe their working relationship with any partner

organizations and detail the division of program responsibilities between the award recipient and the partner organization(s).

10. Work Plan/Schedule: Outline the phases of the project planning and implementation for the entire award period. Provide a draft schedule of daily activities of the exchanges in an appendix.

11. Non-Competitive Continuation: Applicants should briefly state their commitment to implement the program for the base year, plus two additional non-competitive continuation years, pending successful program performance and availability of funds

Additional Information to be Submitted

Detailed Budget. Pending the availability of funds, the amount of funding available is \$500,000 for the base year of the FY 2017 Southeast Asia Youth Leadership Program. The Bureau anticipates supporting one cooperative agreement. The Bureau reserves the right to reduce, revise, or increase proposal budgets and participant numbers in accordance with the needs of the program and the availability of funds. Applicants should designate approximately 1% of the overall award for a line item that will cover reasonable accommodation.

The available funding may be used to support the program and administrative costs necessary to implement the program as described in this solicitation. Please submit a comprehensive line item budget, as stated in the Proposal Submission Instructions. An explanatory budget narrative must also be included.

The U.S. Embassies in Southeast Asia will cover recruitment and selection costs, orientation expenses, travel expenses to the international departure city for participants, and a travel allowance for the trip to the U.S., as well as some support for follow-on activities.

Allowable costs for the program include, but are not limited to, the following:

- Staff travel
- Participant travel (international and domestic; this may include expenses for the American participants)
- Orientations
- Educational materials
- Cultural and social activities
- Meeting costs
- Reasonable Accommodation
- Lodging, when not in homestays
- Food (primarily group meals)
- Follow-on activities
- Evaluation
- Pocket money for participants' incidental expenses
- Other justifiable expenses directly related to supporting program activities

Cost-sharing will enhance the proposal. Stipends for homestays or for host families in the United States are not allowed as a grant-funded or cost-share item. While there is no rigid ratio

of administrative to program costs, the Bureau urges applicants to keep administrative costs as low and reasonable as possible. Proposals should show strong administrative cost-sharing contributions from the applicant and other sources. Working with ECA, applicants should be prepared to meet any reasonable accommodation needs.

Maximum limits on funding are as follows: Books and educational materials allowance-\$100 per participant; Conference room rental costs-\$250 per day per room; Consultant fees and honoraria-\$250/day; Cultural allowance-\$150 per participant; Per diem-standard government rates; Evaluation costs- 3% of the cooperative agreement. Organizations are encouraged to cost-share any rates that exceed these amounts.

Exchange participants will be enrolled in the Bureau's Accident and Sickness Program for Exchanges (ASPE) to provide them with health benefits during the exchange. This cost does not need to be included in the budget. More information on ASPE is available at <http://www.usdos.sevencorners.com>.

Please refer to the PSI for allowable costs and complete budget guidelines and formatting instructions.

- Calendar of activities/itinerary, if applicable
- *Letters of commitment from program partners and/or proposed sub-awardees*
- *Resumes of all program staff should be included in the submission.* No one resume should exceed two pages.
- *Attachments/appendices, including proposed project itinerary.* Please limit to those materials essential for understanding the proposed program. Attachments (excluding the letters of commitment and resumes) should not exceed 20 pages total. If more than 20 pages are submitted, only the first 20 will be considered as part of the proposal.
- First Time Applicant Attachments, if applicable.

Please note: All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding

Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

APPLICATION SUBMISSION

The NOFO indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, contact J.P. Jenks, Program Officer, Youth Programs Division, at (202) 632-6363; e-mail jenksjp@state.gov.